

1. PURPOSE AND GOAL OF THE PROJECT:

The Need for an Archival Program.

San Antonio is one of the most historic cities in Texas. The area was first named by Domingo Teran de los Rios' expedition when they celebrated the feast of Saint Anthony along what would later become the San Antonio River on June 13, 1691. The actual founding of the city came in 1718 when a group of colonists under Martin de Alarcon established the Villa de Bejar. In 1731, a group of sixteen families from the Canary Islands arrived and founded the Villa de San Fernando, the first civil government in Texas. Since its beginnings in the 17th century, San Antonio has operated under governments of six different countries and has developed a rich multiethnic culture stemming from unique historical experiences.

The City of San Antonio possesses historical records spanning this exceptional three-century-plus period of time that document personal, business, and governmental life and illustrate the importance of the city as a center for national and international affairs. In 2005, David Gracy II conducted an archival survey of San Antonio records. Currently, the city does not have an archival program to preserve the wealth of history embodied in these documents and make them accessible to the public. An archival survey conducted by David Gracy II and Associates of Austin, uncovered 2,027 cubic feet of records, although actual cubic footage is likely to be higher as records stored off-site were not included. A presentation of the Gracy survey in December, 2005 states:

Approximately two-thirds of the archival heritage of the City remains in the offices for which identification selection, maintenance and servicing of archival records is not the function of the office. Managing these records is done by individual employees who take on the responsibility as a personal commitment or records are placed out of sight and all but for a few individuals, out of mind. This puts the majority of the archival heritage of the City of San Antonio at serious risk.¹

¹ See Attachment, "Excerpts from *Realizing the Archival Asset*" for more information from this archival survey and biographical information about the Archivist David Gracy II.

Without proper preservation, these historical treasures are at risk of deterioration and destruction, and with them the loss of records illuminating our rich cultural heritage. While some individuals have made an effort to preserve these documents, an established program made up of professionals with proper tools is necessary to preserve and make accessible the City's history to the public.

The Texas Legislature Local Government Code 201.001 recognizes the importance of local government documentation, stating, "the preservation of local government records of permanent value is necessary to provide the people of the state with resources concerning their history and to document their rights of citizenship and property." The City of San Antonio has the obligation to address these issues and must play a role in collecting, preserving, archiving, and actively presenting this community's rich history to residents, students, visitors, and researchers.

The Archival Program

The City of San Antonio will meet its obligation to preserve these resources by establishing its own archival program. The goal of the archival program is to locate, preserve and archive the records of the City of San Antonio. The NHPRC grant will be used to fund the initial year of this project, for which the goal is to locate and identify historical records held by the city departments. These records, if not active, will be moved to the Municipal Records Facility (MRF). Here, the historical records will be treated, repaired, reformatted, and placed in archival folders, boxes, and storage units. Library and Municipal Record Facility staff, under the instruction of the City Archivist, will conduct minimum restorative work, including repairs of

loose spines, page tears, and general cleaning. Finding aids will be created. (See Appendix for examples of finding aids: Parks & Rec; Selma Historical Foundation).

It is estimated that approximately 75% of all records will be arranged and described by the end of the grant period. The finding aids associated with these materials will be made accessible to researchers online on the San Antonio Community Portal website, as well as the Library and the City Clerk websites. The City will promote these valuable resources for use by the research community and general public through meetings with local organizations and schools. Museum-like displays of historical documents and objects from San Antonio's history and curriculum guides will be used at these promotional meetings to strengthen student and teacher's understanding and appreciation of local history.

The natural progression of the city's archival program is the establishment of a Municipal History Center. The History Center will archive the historic documents of the city as well as those of individuals and local organizations and provide a publicly accessible searchable database. It will also be the center of a network linking and providing access to related institutional resources, and ensuring that local historical resources (including both documents and artifacts) are identified, collected and preserved appropriately. The development of the History Center constitutes a later stage of the project and will not be covered by the NHPRC grant.

The Roles of the Archivist and Archivist Assistant

The City Archivist and the Archivist Assistant will be primarily responsible for the implementation of the archival program goals in the first. Year. The City Archivist position,

which was created as part of the Office of the City Clerk's fiscal budget of 2006-2007, will operate at the Records Facility during this stage of the project.

The archivist assistant, funded by NHPRC grant money, will report directly to the City Archivist. The archivist assistant will transfer records from City departments to the records facility; conduct the initial review of assigned materials, arrange and describe records, prepare finding aids to facilitate access to records, provide reference and research, and assist in training other staff. This position will be the only full-time assistance the archivist will have in the early stages of program development.

The Archival Program as a City Partnership.

The City of San Antonio has already made a substantial commitment to this project by creating a City Archivist position in the City budget. The partnership between the Office of the City Clerk and the San Antonio Public Library will allow the City to efficiently use resources by taking advantage of currently existing archival facilities located at the Library's Texana/ Genealogy Department. The Library location provides the following assets:

- Adequate public service oriented staff skilled in research and archives, while allowing the Records Facility staff to work with City departments on record retention
- Ease of access (convenient and accessible location, adequate parking, good signage, handicapped access, etc.) to the general public
- Environmental controls
- Physical and structural flexibility to accommodate rearrangement, expansion and technological adaptation
- Adequate mixed-use space (e.g., for exhibits, classrooms, meetings and events) and state-of-the-art technical and support services (e.g., document and artifact preservation, copy and reproduction services)
- Appropriate facilities with arrangements for user convenience and support (e.g., a visitor-oriented facility; comfortable workspaces and security provisions in the research-oriented facility).

The History Center will be included as part of an expansion of the San Antonio Central Library in a bond issue to go before the public in May 2007. The Library's Texana/ Genealogy Department will add permanent City records to its collections, providing a publicly oriented staff with research and archival experience. The Texana/ Genealogy Department currently maintains an archival collection focusing on Texas and North American history, with over 30,000 books and 50,500 microforms, including: county and local histories; "mug" books; transcriptions of Texas county records (cemetery, marriage, etc.); books by local and Texas authors San Antonio City documents (selected); archaeological reports; and Edwards Aquifer and regional water studies. In 2005, 21% of 5,000 microform users were from outside San Antonio; 15% of books were retrieved from the vault. From January to September 2006, 21% of 3,654 users were from outside San Antonio and 17.5% of books were retrieved from the vault.

While the ultimate goal of the archival program is to serve as a foundation for the creation of a Municipal History, the archival program itself is not dependent on the creation of a History Center or on the passage of the bond in May 2007 authorizing Library expansion. While location at the Library is optimal, other space is available should the expansion proposal fail. The Office of the City Clerk owns 3.7 acres in downtown San Antonio which houses three buildings: the first is the Municipal Records Facility and the City's Vital Records Office, the second is the City's Training Facility; and the third is a 9,000 square foot building currently being leased to a telephone company which could become the City's first History Center with minimal alteration.

The San Antonio Public Library Foundation, as a non-profit supporter of the San Antonio Public Library System, has offered its grant proposal development, financial, and administrative

capacities to the project to ensure effective management and distribution of funds. The Library Foundation will maintain all financial records related to the distribution of grant funds and will be responsible for all NHPRC reports related to this grant, including the annual financial status reports and semi-annual narrative progress reports, as well as final financial and narrative reports at the conclusion of the grant period.

2. SIGNIFICANCE AND RELATIONSHIP TO NHPRC GOALS AND OBJECTIVES:

The proposed archival program directly fulfills the NHPRC goal by preserving and promoting access to records that document our country's democratic government, history and culture. The city records to be preserved illuminate over three centuries of San Antonio history and document the city's development from the first stages of settlement in the 17th century. Preserving the records will furnish continuity between the generations, substantiate facts, and afford accountability. The program will promote these documents as a resource for the general public and allow for greater understanding of our city's heritage. This will enhance and personalize San Antonio as a place of unusual historical interests for the millions of tourists and serve as a resource for education.

3. PLAN OF WORK FOR THE GRANT PERIOD:

The grant will cover work for a one-year period and address the following work:

Appraisal: Working with city departments, the Archivist and Archivist Assistant will determine which records have archival value. The survey that was completed December 2005 by David Gracy and Associates will be used as a foundation for locating the City's archival records.

Acquisition:	Working with city departments, the ownership of the historical records will be transferred to the Office of the City Clerk for those which have met their functional requirements.
Preservation:	Information will be maintained in a form that satisfies all legal and historical needs. Records will be moved to the Records Facility so the records can be housed in a managed environment or microfilmed/scanned if necessary. Work-study students or trained volunteers will initially assist the Archivist with full-time archival staff to follow. <ul style="list-style-type: none"> • An outside lab will be used for records in need of treatment. • An outside vendor will be used for records in need of rebinding. • Archival or Public Library staff will conduct minor restorative work.
Arrangement:	Records order will be maintained or re-established. Trained staff from the Public Library may initially assist the archivist with full-time archival staff to follow.
Description:	An "archival inventory," a document designed for public use, including a "scope and content note" describing the nature and extent of the information in the records as well as information about its creation, will be produced. Trained staff from the Public Library may initially assist the archivist with full-time archival staff to follow.
Customer Service:	Records will be made accessible to facilitate use by employees and the public. Record Management staff will initially assist the archivist with full-time archival staff to follow.

4. PRODUCTS AND PUBLICATIONS TO BE COMPLETED DURING THE GRANT PERIOD:

Inventories, Guides, Finding Aids:	Archival arrangements and descriptions that reflect records so they can be easily identified, found and effectively used. Finding aids will be available to the public on the Library and City Clerk websites.
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5. QUALIFICATIONS OF THE PERSONNEL:

CITY ARCHIVIST

The City of San Antonio is currently seeking visionary and creative leadership to fill the position of City Archivist. This position will be created within the Records Management Section of the Office of the City Clerk with the City's 2006-2007 fiscal budget and filled in late 2006.

The City Archivist will foster collaboration within the City and actively seek external partnerships to support and further the mission and activities of the City's Archival program leading to the creation of a History Center for the City of San Antonio. Key internal partners include the Mayor, City Council and City Manager, the San Antonio Public Library Director, the Office of City Clerk, Municipal Records Facility, and Information Technology Departments as well as Records Liaisons from all departments. Key external partners include Office of the Bexar County Clerk, Bexar County Historical Commission, peer institutions, historical institutions in the private sector and professional organizations.

The City Archivist will work to develop archival policies and procedures, acquire records, process materials, review and organize archival material, create finding aids, maintain and publicize the archival collections and provide reference services

QUALIFICATIONS: Master's degree in archival studies, library science from an ALA accredited program; knowledge of archival principles, organization and procedures, methods of processing, storing, describing, and making available archival materials and care and preservation of archival materials, knowledge of records management principles and laws relating to retention and disposition of records; additional undergraduate/graduate degree in history or a related field; experience working in archives and/or special collections; excellent communication and interpersonal skills; involvement with grants development; experience using databases and Microsoft Office programs.

CITY ARCHIVIST SUPPORT PERSON:

The Archivist Assistant will assist the City Archivist in day-to-day activities. Typical job activities include: assisting the transfer of records from City Departments to the Municipal Records facility, conducting the initial review of assigned materials, arranging and preparing descriptions of records, preparing the finding aids to facilitate access to records, providing reference and research services, and assisting in the training of additional staff. This will be the only full-time assistance the archivist will play a crucial role in the early stages of program development.

QUALIFICATIONS: Masters degree with a major in History, Government, Library Science or related discipline, and coursework in archival administration; ability to collect, organize, research, and interpret information from various sources and to compose descriptive narratives

that are clear, concise, and grammatically correct; ability to work semi-independently and to exercise professional judgment; work/school experience using computers; knowledge of MARC or DACS, and EAD preferred; experience conducting research in archives preferred; knowledge of Texas history and government preferred.

ADDITIONAL PERSONNEL:

Additional personnel will initially be drawn from a pool of experienced City Library and Records Management personnel along with work-study students from local universities and trained volunteers with paid personnel being added as the program grows. Archival staff must have earned a master's degree with a specialization in archival enterprise with preferred certification from the Academy of Certified Archivists.

SAN ANTONIO PUBLIC LIBRARY STAFF

Amanda Carvell graduated from the University of Michigan School of Information in 2005, receiving an MSI with a specialization in Archives and Records Management. She focused her curriculum on improving access to archival records. In support of that goal, Ms. Carvell spent three years working at the Bentley Historical Library, the archives of the University of Michigan, processing personal and organizational collections and providing reference services. While there, she designed and created a digital access system for hundreds of landscape architecture drawings and expanded a digital photograph archive. She also participated in two internships in Washington, D.C., helping to create a disaster plan for the photo archives of the National Museum of the American Indian, and working for the National Security Archive, providing recommendations to standardize their finding aids and processing a

large collection of nuclear weapons documentation. Ms. Carvell also created formal archives for the Berkley First United Methodist Church of Berkley, MI. She processed existing historical materials and created guidelines for future additions, allowing lay members of the congregation to maintain the collections. Since July 2005, Ms. Carvell has worked in the Texana/Genealogy department of the San Antonio Public Library. Her responsibilities include arranging and describing incoming archival collections and providing reference services to the public.

Andrew D. Crews has worked for the San Antonio Public Library in the Texana/Genealogy Department since July 2005. He is a 2004 graduate of the School of Information at the University of Texas at Austin, specializing in Archival Studies with a focus on preservation. Before joining the Library staff, he was part of a team that surveyed San Antonio and Bexar County records to determine the necessity for a combined city/county archival facility. As a graduate student, he processed the Louise Daggett Fischer papers at the Daughters of the Republic of Texas Library on the Alamo grounds and appraised the Cyndi Taylor Krier papers at the UTSA Archives.

Matt De Waelsche has two Master's Degrees, one in History (Saint Louis University, 1983) and one in Library and Information Science (University of Texas at Austin, 1986). While in library school in Austin, 1985-1986, he had internships at the Barker Center (now known as the Center for American History) and the Catholic Archives of Texas. He has worked in archives at the NARA Federal Records Centers in St. Louis (1987-1988), Archives of the Episcopal Church in Austin (1990-1992), and Texas State Library and Archives Commission in Austin (2000-2001). From 1995-2000 and 2001 to the present he has worked in the Texana/Genealogy Department. He is responsible for processing archival collections relating to local San Antonio history, creating finding aids, and soliciting new collections. He is a member

of the Academy of Certified Archivists, the Society of American Archivists, the Society of Southwest Archivists and San Antonio Regional Archivists. He is also involved with the Archives and Local History Roundtable of the Texas Library Association and is the archivist for the Bexar Library Association.

GEORGE WHITFIELD, JR. MUNICIPAL RECORDS FACILITY STAFF

Colleen Munds, Municipal Records Facility Manager, has been with the Municipal Records Facility for 1 year. She retired from the Texas State Library and Archives Commission with 6 years in the State and Local Records Division and 20 years in the Archives and Information Services Division. She oversees the day-to-day operation of the City's records program, develops policies and procedures, monitors the storage and destruction of records based on retention requirements, and provides records training to City staff.

Julia Aguirre, Municipal Records Facility Supervisor, has been with the Municipal Records Facility for over 20 years. She exercises functional and technical supervision over the Municipal Records Facility staff and sets performance expectations and ensures the observance of laws, policies and procedures.

Joe Randle, Department Systems Specialist, has been with the Municipal Records Facility for over 5 years. He develops electronic applications for use by the Records Staff to process the storage and destruction of City records, develops the means to migrate data from other systems to the records/document management system, and develops and maintains data base applications.

Cynthia Garcia, Administrative Assistant I, has been with the Municipal Records Facility for over 10 years. She processes storage and destruction forms according Federal and

State Retention laws and City policies using the City's electronic document/records management system. Assist Records Liaisons; maintains statistics and generate facility reports. Locate and retrieve documents to fulfill requests received, and assists in the training of the City Department's Records Liaisons.

Roland Castaneda, Senior Records Technician, has been with the Municipal Records Facility for over 15 years. He prepares documents for imaging (electronic and microfilm). Operate and maintain imaging equipment, provides quality control of imaged documents. Locate and retrieve documents to fulfill requests received, receives and prepares records for storage and destruction.

Toby Bowman, Senior Records Technician, has been with the Municipal Records Facility for 1 year. He has over 15 years experience with imaging documents in the private sector. He prepares documents for imaging (electronic and microfilm), operates and maintain imaging equipment, provides quality control of imaged documents, locates and retrieves documents to fulfill requests received, receive and prepares records for storage and destruction.

SAN ANTONIO PUBLIC LIBRARY FOUNDATION HISTORY AND STAFF

The San Antonio Public Library Foundation was established in 1983 as a 501(c)(3) charitable organization to augment the Library's budget with private and philanthropic support. Led by a 100-member Board of Directors, the Library Foundation has raised more than \$23 million since its 1995 Capital Campaign and has succeeded in increasing the awareness, use and resources of the public library for the entire San Antonio community. Today, the Library Foundation orchestrates a wide variety of initiatives designed to develop and enhance literacy skills, encourage learning and serve as a valuable resource to schools and other educational

organizations. The Library Foundation operates with a six person staff with a full-time accountant and grant writer. The Foundation maintains a diversified budget with 70% of its income attributed to individual donations and 30% from grant money (private and federal). **Kaye Lenox**, President and CEO, is the primary representative of the organization. **Loni Dear**, a full-time accountant who has been with the Foundation since 2003, maintains the Foundation's financial records and grant fund administration. The Foundation has its financial reports audited annually and has maintained sound fiscal standing throughout its existence.

6. PERFORMANCE OBJECTIVES:

Prior to beginning the grant period:

- a. Hire a City Archivist. (Late 2006, selection by City Clerk and select panel)
- b. Hire an Archivist Assistant (2007, selection by City Archivist, Municipal Records Facility (MRF) manager and City Clerk)
- c. Introduction of the City Archivist and the vision for the Archival Program to City of San Antonio Department Directors. (Early 2007, City Clerk)
- d. Introduction to the Record Liaisons in each department by way of a general training session. (Early 2007, MRF staff)
- e. Surveys of the condition of permanent/historical records already housed in the Municipal Records Facility. (Early 2007 through Spring, MRF/SAPL staff)

During the grant period:

- a. At the discretion of the Archivist, initial meetings will be set with various departments/sections for an appraisal of their records and the subsequent treatment/movement/reformatting of those records. (Spring 2007 through grant period and beyond, MRF/SAPL staff and volunteers)
- b. Preparation of finding aids. (Summer 2007 through grant period and beyond, City Archivist, Archivist Assistant, SAPL staff and volunteers)